

Reopening Protocols for K-12 Schools:Appendix T1

TK to Grade 12 Reopening Checklist

Institution name: **St. Lawrence of Brindisi School**

Address: **10044 Compton Ave**

Los Angeles, CA 90002

Maximum Occupancy, per Fire Code: **335**

Approximate total square footage of space open to faculty and/or students: **15,170**

Estimated number of administrators, teachers, and other employees that will be returning to support the resumption of all permitted in-person services for students: **18**

Estimated total number of students that will return per grade (if none, enter 0):

TK: **11** K:**11** 1:**11** 2: **16** 3:**16** 4:**23** 5:**20** 6:**21** 7: **27** 8:**28** 9:**0** 10:**0** 11:**0** 12:**0**

Number of separate stable groups that will be present on campus on an average day: **10**

Maximum number of members in stable groups present on campus on an average day: **16**

Please describe briefly your school's approach to the creation of stable groups:

Students will remain in their classrooms as stable groups, while teachers will rotate. TK-1 will attend school Monday through Friday, while 2-8 graders will do Hybrid (two days per week and every other Friday).

WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEES AND STUDENTS

1. COMPLIANCE TASK FORCE

- a. The COVID-19 Compliance Task Force consists of Vice-Principal Mark Maye, Vice Principal Lizette Salazar, and Principal Alicia Camacho. Vice Principal Lizette Salazar is the member designated as a liaison to DPH.

2. IMMEDIATE PROTOCOL IN CASE OF POSITIVE CASE

- a. Upon notification of school officials that a member of the school community has tested positive for, or has symptoms consistent with, COVID-19,
 - i. If the case is on-site, the person will be isolated in the blue room in the literacy center and supervised by the liaison to DPH, Lizette Salazar. If it is a student, the parents or guardians will be called and a member of the student's household will pick up the student immediately.

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- ii. If the case is off-site, the person will be instructed to stay home and self-quarantine.
 - iii. In either case, the school will provide the affected person or family with a fact sheet with information concerning self-isolation and links to additional information.
3. SCHOOL EXPOSURE MANAGEMENT PLAN
4. CONTINGENCY PLAN FOR FULL OR PARTIAL CLOSURE
5. WORK PROCESSES
 - a. Employees who have chosen to stay at home have been provided with a dual-mode 8MP document camera and a device to be able to teach from home to students who will be learning from home or at school utilizing Zoom. Employees have also been provided with a learning management system, Canvas, to plan, store, and distribute learning materials to students.
6. ALTERNATE SCHEDULE
 - a. An alternate schedule has been implemented in which there are four cohorts and each cohort will have in-person instruction one day per week, on alternating days. The cohorts will be no more than 12 students and 2 adults.
7. EMPLOYEE HEALTH
 - a. Employees have been instructed not to come to work if they are sick or they have been exposed to a person who has tested positive for COVID-19.
 - b. Employees have been provided with information regarding employment or government-sponsored leave benefits.
8. USE OF FACILITIES
 - a. Use of school facilities for non-school purposes is not permitted.
9. EMPLOYEE SCREENINGS
 - a. Before entry, employees will be asked a list of questions that includes whether the employee has experienced a cough, shortness of breath, difficulty breathing, and fever, or chills and whether the employee has had contact with a person known to be infected with COVID-19 within the last 14 days. These checks will be done in person.
 - b. A temperature check will also be done before entry.
10. FACE COVERINGS
 - a. Anyone entering school property is required to wear a cloth face covering.

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- b. Employees are offered appropriate face coverings at no cost. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees are given face shields.
- c. Employees do not need to wear face-covering when they are alone in a private office or classroom.
- d. PLAN FOR KIDS WHO CAN'T TOLERATE FACEMASK
- e. Employees are asked to wash or replace their face coverings daily. Parents are asked to ensure that students' face coverings are clean.

11. PHYSICAL DISTANCING

- a. All employee workstations allow for separation of at least 6 feet between employees.
- b. In the classroom, there is a distance of at least 6 feet between the teacher and the nearest desk and between each desk.
- c. Visitors to the school are provided instructions regarding maintaining physical distancing and required to use face coverings when around others.

12. DISINFECTANTS AND RELATED SUPPLIES

- a. Disinfecting schedule

Teachers lounge	At the end of each use and day
Restrooms and faucets	Three times per day
Classrooms	At the end of each use and day
The front office and other offices	At the end of each use and day
Library and computer lab	At the end of each use and day
General use items (door handles, light switches, etc.)	At least four times per day
Lunch area	At the end of each use and day
Electronic equipment (copy machines, printers, shared telephones, shared computer devices, etc.)	At the end of each use and day

- b. High-touch areas in the teachers' lounge are frequently disinfected and commonly shared items are replaced with single-use items.
- c. Disinfectant and related supplies are available to employees at the following locations: main office and teachers lounge.
- d. Touchless hand sanitizers are located at the building entrances/exits, central office, stairway entrances, downstairs and upstairs hallways, and teachers lounge.

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- e. Soap and water are available to employees at the following locations: main office bathroom, teachers office bathrooms, kitchenette, and handwashing stations in the outside area.
- f. Employees are offered frequent opportunities to wash their hands.
- g. Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- h. Copies of this Protocol have been distributed to all employees.

MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS, AND VISITORS

1. MAXIMUM NUMBER OF EMPLOYEES AND STUDENTS

- a. The maximum number of employees permitted in the facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible is 15.
- b. The maximum number of students permitted in the facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible is 30.

2. PHYSICAL DISTANCING ON CAMPUS

- a. Alternating days in which students are on campus to ensure no more than 10% of the total student body is on campus at one time.
- b. Presence of staff at the drop-off area to take students' temperatures and go through symptom checklist before the student is allowed to step down from the car and onto campus.
- c. Outdoor spaces will be utilized as often as possible.
- d. Hallways are marked with one-way directional arrows to encourage students to walk in each direction. Additionally, there are markers placed 6 feet apart in cases where students have to line up.
- e. Schedules are adjusted to ensure that only one cohort is moving through common spaces at a given time, for example, hallways and bathrooms.
- f. Staff will be supervising to ensure physical distancing in hallways and bathrooms.
- g. Elevator capacity is 2. All riders are required to wear face coverings.
- h. To avoid crowding in stairways, we will:
 - i. Designate up and down stairways;
 - ii. Stagger breaks between classes;
 - iii. Monitor stairways with staff.

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3. PHYSICAL DISTANCING WITHIN CLASSROOMS

- a. A cohort of no more than 12 students and 2 supervising adults stay together for all activities; for example, meals and breaks. These cohorts will avoid contact with people outside of their group throughout the school day.
- b. In-person class size has been limited to 12 students in elementary grades.
- c. Attendance is staggered to reduce the overall number of students in classrooms on a given day. On days that students are not in class in person, they will receive instruction remotely. The teachers will be teaching remotely to both in-person and at-home students through Zoom, utilizing the dual-mode 8MP document camera.
- d. Remote learning, attendance, and participation are offered to all students for grades TK-2nd.
- e. Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers.
- f. Furniture designed for in-class group activities that bring students closer than 6 feet has been removed from the classroom and replaced with individual desks.
- g. Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

4. PHYSICAL DISTANCING IN OUTDOOR SPACES

- a. Any physical education class that takes place when a cohort is on campus will take place outside. Students will be distanced as much as physically possible and no less than 6 feet. Students will remove their face coverings during physical education classes.
- b. Measures are in place to maintain physical distancing during school meals.
 - i. Meals are eaten outdoors, without any mingling of cohorts from different classrooms. Lunchtimes are staggered to ensure distancing.
 - ii. Students will be served at their seats at the lunch tables to avoid lunch lines and mingling.
 - iii. Lunch tables are placed at least 6 feet apart.

5. STUDENT SUPPORT

- a. Student support, such as Shields for Families, Butterfly Behavior, and LMU Art Therapy, will be conducted virtually.

6. PHYSICAL DISTANCING IN ADMINISTRATIVE AREAS

- a. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.

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- b. Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- c. Markings are used to maintain a 6-foot distance between parents when they are waiting to enter the office.

MEASURES THAT ENSURE INFECTION CONTROL

1. SCREENING

- a. Students, visitors, and staff will have their temperatures taken with a no-touch thermometer and go through a symptom checklist before they may enter the school.
- b. If adult visitors or staff screen positive at entry or report symptoms during the day, they are instructed to go home and self-isolate.
- c. Students who screen positive at entry or report symptoms during the day are given a surgical mask and accompanied to a preselected isolation space (blue room in the literacy center), where they will remain until they are picked up by an adult in their household.
- d. The COVID Compliance Team is informed of any positive screening result in the school and will initiate the School Exposure Management Plan.
- e. All adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine until it can be determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.
- f. Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to a preselected quarantine space (the convent) where they can remain until arrangements are made for their return home. Once they return home, they are instructed to self-quarantine until it can be determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.
- g. Screening of adults includes a question about close contact with anyone at home, school, or elsewhere that the individual has been told has tested positive for COVID- 19. Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine and get testing for COVID- 19.

2. MEASURES TO LIMIT RISK OF INFECTION DUE TO VISITORS

- a. Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.

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- b. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number, and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
 - c. Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
 - d. The movement of visitors within the school is limited to designated areas. Visitors are not permitted to interact with any cohorts.
 - e. Visitors arriving at the school are reminded to wear a face-covering at all times while in the school. This applies to all adults and to children 2 years of age and older. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
3. MEASURES TO PROMOTE OPTIMAL VENTILATION
- a. At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - b. The school HVAC system is in good, working order.
 - c. HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
 - d. Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
4. MEASURES TO ENSURE APPROPRIATE CLEANING AND DISINFECTING
- a. A cleaning and disinfecting schedule have been established.
 - b. Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least four times per day.
 - c. Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and students are encouraged to bring reusable water bottles. If the students do not bring their own water bottles they will be provided with single-use cups for water.

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- d. Every student will use their own art supplies.
- e. Cleaning products that are effective against COVID-19 are used according to product instructions.
- f. To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) are selected. Products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds are avoided.
- g. Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable.
- h. Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product.
- i. All cleaning products are kept out of children’s reach and stored in a space with restricted access.
- j. Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in the fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- k. Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- l. Common areas

Teachers lounge	At the end of each use and day
Restrooms and faucets	Three times per day
The front office and other offices	At the end of each use and day
Library and computer lab	At the end of each use and day
Learning Labs	At the end of each use and day
General use items (door handles, light switches, etc.)	At least four times per day
Lunch area	At the end of each use and day
Electronic equipment (copy machines, printers, shared telephones, shared computer devices, etc.)	At the end of each use and day

5. MEASURES TO ENSURE USE OF APPROPRIATE FACE COVERINGS

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- a. Staff, parents, and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
 - b. All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking, or carrying out other activities that preclude the use of face coverings.
 - c. Information is provided to staff, parents, and students concerning the proper use of cloth face-covering including the need to wash cloth face coverings after each day's use.
 - d. Signage at the entry to the school, at the entry to the school office, and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.
 - e. Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face-covering during the day.
 - f. Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning the use of cloth face coverings.
 - g. Staff taking care of a sick student are provided with a medical-grade mask to wear themselves, and a medical-grade mask for the student to wear (if it can be tolerated) until the student leaves the building.
 - h. Staff and students who are alone in closed offices, walled cubicles, or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating. The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.
6. MEASURES TO ENSURE FREQUENT HAND-WASHING
- a. Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
 - b. Students from different cohorts are not to use the bathroom at the same time.
 - c. Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity

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- d. Staff is instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
 - e. No-touch hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink.
 - f. NO ISOPROPYL HAND SANITIZER?
 - g. Hand sanitizer, soap and water, tissues, and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
7. MEASURES TO ENSURE INFECTION CONTROL AT FOOD DISTRIBUTION
- a. Food options include prepackaged meals and/or food brought by students from home.
 - b. Students will be served food at their desks.

MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

1. INFORMATION SENT TO PARENTS AND STUDENTS
- a. Isolation and quarantine policies apply to students who have symptoms or may have been exposed to COVID-19.
 - b. Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
 - c. If a student has symptoms or may have been exposed, parents have been instructed to contact Mark Maye.
 - d. How to conduct a symptom check before the student leaves home.
 - e. Required use of cloth face coverings.
 - f. Importance of student compliance with physical distancing and infection control policies.
 - g. Changes in academic and extracurricular programming in order to avert risk.
 - h. Changes in school meals in order to avert risk.
 - i. School policies concerning parent visits to school and advisability of contact the school remotely.
 - j. Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
2. SIGNAGE
- a. Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and the importance of handwashing.

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- b. Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
3. COMMUNICATION PLAN
 - a. The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
4. ONLINE OUTLETS
 - a. Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning the use of face coverings, physical distancing, and hand washing.
 - b. Online outlets instruct students, parents, and teachers to contact Mark Maye at mmaye@stlawrencebrindisi.com in case of infection or exposure.

MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

1. UPDATING IEPs AND 504 PLANS
 - a. This plan includes a method for a proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed
 - b. Modifications to individual IEPs and 504 plans may involve remote learning or a hybrid approach combining in-class and remote learning.
2. Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.